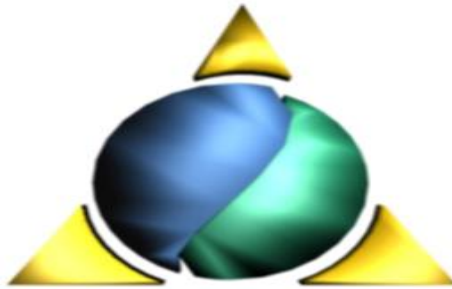


SEKHUKHUNE COLLEGE

FOR TECHNICAL & VOCATIONAL EDUCATION AND TRAINING COLLEGE



REACHING GOALS TOGETHER

ADVERTISEMENT

The Sekhukhune TVET College hereby invites service providers to quote for the following item/s.

SPECIFICATION: SUPPLY AND DELIVERY OF STATIONERY FOR THE COLLEGE (CENTRAL OFFICE) – 24 MONTHS CONTRACT

ITEM NO	DESCRIPTION	UNIT OF MEASURE	QUANTITY
1	2D Ring Files -(Poe Files)	Each	1
2	Arch Lever File A4	Each	1
3	Bostik 100g	Each	1
4	Bulldog Clips 32mm	Each	1
5	Bulldog Clips 40mm	Each	1
6	Bulldog Clips 50mm	Each	1
7	Calculator 903 - Adding Machine Of 12 Digit Size 1	Each	1
8	Calculators Casio FX82ZA Plus	Each	1
9	CD-RW 700mb 52X	Each	1
10	CD Recordable	Each	1
11	Chalk White	Each	1
12	Correction Pen Pentel Fine Point Pocket ZI62-W	Each	1
13	DVD - R	Each	1
14	Envelopes Manilla A4/C4 - Of 250 (Khakhi)	Each	1
15	Envelopes Manilla A3/C3 - Of 250 (Khakhi)	Each	1
16	Eraser Large White Sleeved TR6224	Each	1
17	Examination Pad A4 Punched	Each	1
18	Exercise Book 72 Pages	Each	1
19	File Dividers 1-10 (A4 Index Dividers)	Each	1
20	File Dividers 1-12	Each	1
21	File Dividers A - Z	Each	1
22	File Dividers Jan - Dec	Each	1
23	File Dividers - Plain 1-10	Each	1
24	File Wrapper/Clear self-adhesive protective film	Each	1

	450mmx10m		
25	File Fastener 320 Micron	Each	1
26	File Divider 1-5 (A4 Index Dividers)	Each	1
27	Files Z20 - Khakhi	Each	1
28	Flip Chat Paper Sheet Of 50	Each	1
29	Frosted Sheets Clear (Pack Of 100)	Each	1
30	Highlighters (Multi Colours)	Each	1
31	Ink Endorsing Blue 30ml	Each	1
32	Ink Endorsing Black 30ml	Each	1
33	Laminating Pouches A3 Of 100 Sheets	Each	1
34	Laminating Pouches A4 Pack Of 100	Each	1
35	Memory Stick 4G	Each	1
36	Memory Stick 8G	Each	1
37	Message Pad Cube Refill 301- Multi Colour	Each	1
38	Note Book 3 Quire(288 Pages)	Each	1
39	Packaging Tape – Buff (Brown)	Each	1
40	Paper Binders 100x644=25mm	Each	1
41	Paper Clips, Small 33mm	Each	1
42	Paper Clips, Medium 50mm	Each	1
43	Paper Clips Large 78mm	Each	1
44	Pen Clic - Red (Pack Of 60)	Each	1
45	Pens Clic - Black (Pack Of 60)	Each	1
46	Pen Clic - Green (Pack Of 60)	Each	1
47	Pens Blue (Pack Of 60)	Each	1
48	Pencil Pack Of 12	Each	1
49	Permanent Markers	Each	1
50	Pocket Files Sleeves(Pack Of 100)	Each	1
51	Pritt Glue Stick 43g	Each	1
52	Puncher DP800 -Heavy Duty Punch Of 160 Sheets	Each	1
53	Puncher 2 Hole Kangaroo DP720 Med	Each	1
54	Rubber Bands Croxley - 100g #32	Each	1
55	Rubber Bands Croxley - 100g #34	Each	1
65	Rubber Bands Croxley - 100g #38	Each	1
57	Rubber Band Croxley - #44	Each	1
58	Rubber	Each	1
59	Scissor	Each	1
60	Sello tape Packaging 48mmx50m - Clear	Each	1
61	Sello tape 12mm X 33m (Clear)	Each	1
62	Sharpener Metal - Single	Each	1
63	Sharpener With Two Holes	Each	1
64	Staples 26/6 No56 Of 5000 Pcs	Each	1
65	Stapler Steel Heavy Duty 160 Sheets	Each	1
66	Staples Pin Remover	Each	1
67	Stapler - Standard M800 Full Strip Metal(Variety C	Each	1
68	Stapler - HP210 Full Plier	Each	1
69	Staples 66/8/6 - of 5000	Each	1
70	Staples 26/6 – of 5000	Each	1
71	Staple Remover Heavy Duty- SR300	Each	1
72	Stamp Office Classic Line Dater 2660	Each	1
73	Stamp Office Mini Info Dater S120/WD	Each	1

74	Stamp Office Expert Line 3960	Each	1
75	Stamp Pad Ink – Red 30ml	Each	1
76	Stapler- Paper Pro Quantum: One Finger Stapling	Each	1
77	Staples 26/6 No.56 1/4" Standard For Paper Pro Stapler	Each	1
78	Stick Note Self Adhesive 73 X73mm	Each	1
79	Sticky N Note Self Adhesive 76x76 12 P/Pack	Each	1
80	Suspension Files (Foolscap) - Of 25	Each	1
81	Tokai Board(Green) Of 100	Each	1
82	Tokai Board(White) Of 100	Each	1
83	Tokai Board(Mustard) Of 100	Each	1
84	Tokai Boards(Sky Blue) Of 100	Each	1
85	Tokai board (Yellow) Pack Of 100	Each	1
86	Tower Labels Colour Code Roll C13mm - Multi Color	Each	1
87	Tower Labels Colour Code Roll C25mm -Multi Color	Each	1
88	Transparent Post It Notes/Pop-up Flags	Each	1
89	White Board Marker (Multi Colours) – Pentel Maxiflo	Each	1
90	White Board Cleaner 250ml	Each	1

The following conditions shall apply:

SUBMISSION OF DOCUMENTS:

- Sealed envelope written the notice number must be submitted at reception at the central office, **Sekhukhune TVET College, CS Barlow campus, stand no. 676, Motetema, Limpopo Province** between 07h30-16h30 (Monday to Thursday) and 07h30-11h00 on Fridays.
- Closing date for submissions will be **Friday 05 JULY 2019 at 11H00.**

COMPULSORY MANDATORY DOCUMENTS:

- Original Valid Tax Clearance Certificate (**If proposals are submitted via email or fax the original will be required from the shortlisted or preferred bidder**)
- CIPC of Company registration certificate (CK) issued within 1 year of closing date)
- CSD Report
- Originally certified ID copy of director(s),
- Confirmation of physical address of the bidder,
- SBD 4 and SBD 8 forms obtainable on the College website.
- Company Profile
- **(NB: Non Compliance with the above will result in automatic disqualification).**

REQUIRED EVALUATION DOCUMENTS FOR FUNCTIONALITY AND PRICE:

- B-BBEE status level confirmation from an accredited agency, auditors or accountants.

GENERAL CONDITIONS:

- This request for proposal does not serve as a quotation template, therefore an official quotation must be in company letterhead.
- Quoted prices must be valid for at least a period of thirty (30) days.

- Suppliers must be in a position to deliver within fifteen (15) days upon receipt of an official purchase order as failure to do so will result to cancellation of the order with immediate effect.
- **For verification of goods and services, a sample will be requested upon receiving of an official order.**
- There will be no public opening of quotations.
- Quotations will be evaluated on 80/20 point system. 80 points for price and 20 points for BBBEE rating as per relevant Public Preferential Procurement Framework and Broad Based Black Economic Empowerment legislations.

(NB: More information about application and requirements, please refer to SBD 6.1 for compliance and guidance on how to be accredited or to be verified)

For further enquiries, please use the following contact details:

- Sibande TD Procurement Officer (013) 269 0278 Administrative Queries